



# GDOT Publications

## Policies & Procedures

**Procedure:** 6865-11 - Procedures for Encroachment on ROW for a Proposed Railroad Grade Crossing

**Section:** Railroads

**Office/Department:** Office of Utilities

**Reports To:** Division of Operations

**Contact:** 404-631-1000

### Railroad Grade Crossings:

A letter requesting a RAILROAD GRADE CROSSING ENCROACHMENT AGREEMENT for any new railroad grade crossings, including industrial spur tracks or lead tracks, will be required when a Railroad, Local Government or a business, hereafter called the **REQUESTING ENTITY**, requests the construction and operation of a new at grade track across an existing State Route to serve a business or industrial area. The request will be subject to actions and reviews by the District Engineer, other appropriate GDOT Offices, and the State Utilities Engineer, who will provide approval. If the request is approved by the **DEPARTMENT**, a RAILROAD GRADE CROSSING ENCROACHMENT AGREEMENT will be written by the State Railroad Liaison Engineer and submitted for execution by all involved parties. Additionally, the request must be approved and the agreement executed prior to issuances/approvals of any railroad crossing permits.

#### A. Overview

The process, which generally takes two to six months, begins when the **REQUESTING ENTITY** contacts the State Utilities Office or the appropriate District Office for information about requirements for a new railroad grade crossing for a particular situation as it relates to railroad involvement in a business or industrial area. The **DEPARTMENT** will instruct the **REQUESTING ENTITY** to send a letter to the State Utilities Office requesting a RAILROAD GRADE CROSSING ENCROACHMENT AGREEMENT to construct a new track across the State Route. The letter needs to state that the request is made by, and in the name of, the **REQUESTING ENTITY** and needs to include any other information/items that may be important, applicable, and appropriate to be considered during a review, including, but not limited to, a project description, a location description of the requested crossing, a location map, and construction plans. The **REQUESTING ENTITY** will send the letter and plans to the State Utilities Engineer for review and approval. Items that are submitted directly to a District Office will be referred to the State Utilities Engineer.

When the State Utilities Engineer receives the letter and plans, he/she will review the materials provided. In many cases, there will be a need to contact the **REQUESTING ENTITY**, or it's Consultant, to clarify the information received and/or request additional information. Once the State Utilities Engineer determines the request is acceptable, copies will be submitted by memo to the District Office, District Office of Utilities, the Office of Traffic Operations, and the Office of Maintenance. If the State Utilities Engineer determines there is a need for other State Offices to be involved, then those additional Offices will be copied. Each respective Office will be asked to review the request and provide comments and recommendations for approval/disapproval. If the railroad crossing requires a bridge overpass or underpass, all of the same procedures will apply except that the District Office of Traffic Operations will issue a "Special Encroachment Permit" upon final approval of the request, in replacement of the RAILROAD GRADE CROSSING ENCROACHMENT AGREEMENT.

After review comments and recommendations are received from the various GDOT Offices, the State Utilities Engineer will make a decision to approve the request and issue RAILROAD GRADE CROSSING ENCROACHMENT AGREEMENT, deny the request, or request additional information and/or revisions

**Procedure:** 6865-11 - Procedures for Encroachment on ROW for a Proposed Railroad Grade Crossing

**Date Last Reviewed:** 7/6/2015

Page 1 of 4

for further consideration. In many cases, additional information/revisions are required before final approval.

Once all comments have been addressed and the request is determined to be acceptable, the State Utilities Engineer, or, in some cases, the Chief Engineer or other person in GDOT upper management, will approve by signature and the State Railroad Liaison Engineer will create and issue a RAILROAD GRADE CROSSING ENCROACHMENT AGREEMENT based on the information provided in the approved request. The agreement will require that all work and costs associated with the installation, operation, and maintenance of the facility and any future adjustments required to accommodate any **DEPARTMENT** project be the responsibility of the **REQUESTING ENTITY** at no cost to the **DEPARTMENT**. Also, the agreement will include both general and special provisions that will detail special requirements the **DEPARTMENT** deems necessary. The **REQUESTING ENTITY** will also be responsible to the **DEPARTMENT** for upholding all terms and conditions of the agreement, even if the **REQUESTING ENTITY** has a separate agreement with an industry or business to assume some responsibilities.

The State Railroad Liaison Engineer will send four (4) original agreements to the **REQUESTING ENTITY** for signatures. Once the **REQUESTING ENTITY** has signed and returned all of the original agreements to the **DEPARTMENT**, the State Railroad Liaison Engineer will route through the **DEPARTMENT** for final execution. The fully executed agreements will be distributed as follows: one (1) original will be sent to the **REQUESTING ENTITY**, two (2) originals to District Utilities Engineer (DUE) [one (1) for DUE & one (1) for DUE to send to Area Engineer], and one (1) original for Office of Utilities files.

## B. Requirements

All requests must be in the name of the **REQUESTING ENTITY** who shall ensure the following information is submitted with/addressed in the request:

1. The purpose of the agreement: what is being done, what is being served by this installation, type of track (spur, lead, side, etc.)
2. The maintenance responsibility between railroad and industry
3. Estimated train/traffic info
  - a. Frequency of trains
  - b. Days of week
  - c. Time of day
  - d. Train speed
  - e. Train length/number of cars
  - f. Length of time for train to completely cross the State Route
  - g. Length of time train will block the State Route
  - h. Type of materials and products to be transported
  - i. List of all restrictions requested by railroad
4. The State holding the charter of the **REQUESTING ENTITY**
5. A statement that the **REQUESTING ENTITY** does or does not have a corporate stamp
6. A list of all current or future local roadway projects and developments in area that may impact the railroad crossing
7. All other parts of railroad plans affecting DOT or local governments
8. All other existing railroad agreements in the area
9. If grade separation is considered now or in future - if in future, consider including language in the agreement
10. Signatures of applicant, owner, and maintainer

The **REQUESTING ENTITY** shall ensure the following information is provided/shown on the maps/plans/drawings, etc.

1. 8 hard copy sets
  - a. 1/2 size sets are acceptable if legible
  - b. 1 all inclusive, electronic PDF
2. Legible location map of the rail line crossing area
3. Railroad milepost and/or other railroad reference to given location
4. Plan and profile of road and track
5. Typical sections of road and track
6. Cross sections of roadway improvements needed
7. Angle between centerline of road & track
8. Right of Way of road and track
9. Coordinates at the intersection of Road and track centerlines
10. Drainage details
11. Crossing surface type: concrete or comparable alternative
12. Location of active/passive warning devices at crossing
13. Roadway traffic signs and pavement markings for railroad crossing
14. Location of all existing utilities
15. Welded rail
16. Turnouts and last long switch ties
17. Sequence of construction and traffic control plan (include roadway detour plans)
18. DOT current specifications, standards (including 9021A, 9022A, 9023A & 9024A), MUTCD, etc.
19. Any additional information to be considered

Contact the State Utilities Railroad Liaison Engineer at the address below for further information.

State Utilities Railroad Liaison Engineer  
Georgia Department of Transportation  
One Georgia Center  
600 West Peachtree Street, NW,  
10th Floor, Office of Utilities  
Atlanta, Georgia 30308  
Office: 404-631-1354  
Fax: 404-631-1934

**References:**

None.

**History:**

revised throughout: 06/22/15;

created: 04/05/10 State Utilities Office

Reviewed: 7/6/2015